



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics*

*Salem, OR Bend, OR
Longview, WA Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY

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| 1. <u>Announcement Number</u> T-06-195-LS | 2. <u>Title, Series, Grade, Salary</u> Housekeeping Aide WG-3566-2 \$12.29-\$14.35 per hour | 3. <u>Tour of Duty</u> Varied Tours weekend & holidays M-F | 4. <u>Duty Station</u> Facilities Management Portland & Vancouver |
| 5. <u>Type & Number of Vacancies</u> Temporary, NTE 1 Year & 1 Day, may be extended or terminated sooner based on workload, staffing or budget Multiple full-time positions | 6. <u>Contact</u> Human Resources Assistant 503-220-8262 x 57317 | 7. <u>Opening Date</u> 3-6-06 | 8. <u>Closing Date</u> 1st Consideration date 3-24-06 Open until Filled |

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Competition for this position is restricted by law to persons entitled to veterans' preference. If there are no qualified preference eligibles, consideration may be given to non-preference eligibles.
- U.S. citizens and Nationals with allegiance to the United States.

MAJOR DUTIES:

Duties include moving and controlling heavy powered equipment, working on ladders/scaffolds. May be exposed to vibration and skin irritations, cold drafts, or hot conditions during loading and unloading of linens when dock doors are open. Perform minor maintenance on vacuum cleaners, power scrubbers, buffers and polishers. Uses furniture moving equipment, dollies, hand trucks, flatbeds carts. Frequently lifts objects weighing over 40 and up to 50 pounds and prolonged periods of walking and standing. Responsible for use of auto scrubbers, sweepers, pressure washers, carpet extractors, high speed and low speed buffers. The duties will also require sweeping, mopping, dusting, cleaning restrooms and showers, stripping and refinishing floors, washing windows and walls, vacuuming and cleaning carpeting, terminal cleaning, discharge cleaning equipment care. Must have a thorough knowledge of cleaning methods and practices, including cleaning techniques, proper application of chemicals used and infection control practices. Consistently communicates and treats customers (veterans, their representatives, visitors and all VA staff) in a courteous, tactful and respectful manner

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for WG-3566 series applies and may be reviewed in the Human Resources Management Service office. There is no specific amount of experience and/or training required, but candidates must demonstrate via their experience or combination of experience/training that they possess the knowledge, skills and abilities required for the position (see Basis of Rating below).

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Ability to do the work of a housekeeping aid without more than normal supervision. (Screen out) (Describe your work experience as a janitor/custodian in an office, hospital or any other facility, your work assignments as related to setting up a conference room, working in a clinical environment, and sanitizing a building or area for renovation.)
2. Ability to operate all housekeeping equipment. (Describe the task involved in operating equipment in a busy/high traffic area, the different types of housekeeping equipment used in a hospital setting, and name the different typed of housekeeping equipment you have used.)
3. Knowledge of special techniques of environmental & infection control. (Describe two special techniques of environmental or infection control principles; Describe the task involved with cleaning an isolation patient room)
4. Ability to work safely and with dexterity while performing housekeeping duties.. (Describe your knowledge of proper body mechanics while lifting heavy (25 lbs+) objects. Describe the safety training during your most recent/current employment.)
5. Ability to follow oral and written directions. (Give examples of your ability to follow oral or written instructions/directions.)

(Continued on next page)

VACANCY ANNOUNCEMENT INFORMATION SHEET

CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

All application packets must be received in Human Resources by Close of Business (COB) on 3-24-06 for first consideration. This position is open until filled Application forms may be obtained in Human Resources Office or on our external website www.va.gov/Portland/hr/index.asp

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: T-06-195-LS

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

US Citizens must submit:

1. [OF 612, Optional Application for Federal Employment](#), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
3. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**